

**WOODS CROSS CITY COUNCIL MEETING  
DECEMBER 16, 2025**

The minutes of the Woods Cross City Council meeting held December 16, 2025, at 6:30 P.M. in the Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah.

**COUNCIL MEMBERS PRESENT:**

Ryan Westergard, Mayor  
Julie Checketts  
Jim Grover-online

Eric Jones  
Wally Larrabee  
Gary Sharp

**STAFF PRESENT:**

Bryce Haderlie, City Administrator  
Curtis Poole, Community Development Director  
Jim Bigelow, Police Chief  
LaCee Bartholomew, Community Services Manager  
Corey Knapp, Police Department  
Leah Seawright, Code Enforcement Officer

Sam Christiansen, Public Works Director  
Annette Hanson, City Recorder  
Tara Kinser, Public Works  
Saevrie Terzo, Police Department  
Breanna Saunders, Police Department

**PUBLIC ATTENDANCE:**

Legrande Blackley  
Don Schrader  
Holden Manning  
Craig Smith  
Cole Checketts  
Lisa Sharp  
Denis Padilla

Dixie Weeks  
Lois Schrader  
Dave Ghizzone  
Kenzie Smith  
Dill Sharp  
Heidi Padilla

**INVOCATION/PLEDGE:**

Gary Sharp

**CONSIDERATION TO ADOPT PROCLAMATION RECOGNIZING DISTINGUISHED SERVICE**

The Mayor noted this would be Council Member Sharp's last City Council meeting since he had decided not to run for another term on the Council. The Mayor read a proclamation recognizing Council Member Sharp for his many years of distinguished service for the City of Woods Cross.

The Mayor thanked Council Member Sharp for all of his years of service, serving both on the Planning Commission and the City Council. The Mayor said he enjoyed working with Council Member Sharp over the years and appreciated his love of Woods Cross. The Mayor also mentioned Council Member Sharp had helped with scouting in the city as well. The Mayor said Council Member Sharp had a major influence on the City of Woods Cross. The Mayor, Council, and those in attendance thanked Council Member Sharp and gave him a round of applause in appreciation for his dedication and his service to the city.

Council Member Sharp said it is bittersweet to be leaving but he had been honored to serve on the Planning Commission and City Council. He thanked everyone for their friendship and support and said he would miss working with them all. He also thanked his family for their support during his time of service in the community.

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**INTRODUCTION OF TARA KINSER, PARK MANAGER**

The Mayor gave the floor to the Public Works Director who introduced the new Parks Manager, Tara Kinser. He said she loves green spaces and has been dedicated to parks and green spaces throughout her career.

The Mayor said he is excited to have Ms. Kinser working with the city. Ms. Kinser said she is looking forward to working with everyone.

**COUNCIL KUDOS AWARD-LEAH SEAWRIGHT-COREY BOYLE, COREY KNAPP**

Council Member Checketts noted that Ms. Leah Seawright had been nominated for Council Kudos by LaCee Bartholomew. LaCee said Leah is a delight to work with and she is always the first to ask how she can help and jumps right in. LaCee said she is a wonderful addition to the Woods Cross team.

Council Member Checketts then said Officer Corey Boyle and Corey Knapp had been nominated for Council Kudos by Chief Bigelow. Chief Bigelow said he had received an email from Bryce Pollard who had thanked the officers for helping capture a suspect in a neighboring city and said they did not hesitate in lending their support and the suspect was taken into custody safely thanks to the joint efforts. Mr. Pollard said these two officers are a credit to the department and to the law enforcement profession. He said he appreciated the teamwork displayed by the officers and thanked them for their help.

Those recognized were given gift cards and thanked by the Mayor and City Council for their efforts.

**YOUTH CITY COUNCIL REPORT**

The Mayor gave the floor to Youth City Council Mayor Holden Manning who reported on the activities of the Youth City Council as follows:

The Tree Lighting activity was very fun and successful. Everything ran smoothly and there was a large turnout.

Sub-for-Santa- the YCC took 14 names to shop for this year at Target. They were very happy to be able to help those in need.

They are preparing for this year's Egg-stravaganza for Easter and getting ready for their State Retreat the first week of March

The Mayor and Council thanked Mayor Manning for his report and for all the YCC does to help support the activities for the city. He said they could not do these activities without them. The Mayor said to please let the whole youth council committee know their efforts are appreciated.

**CONSENT AGENDA**

The Mayor noted they had moved the consideration to adopt the proclamation recognizing distinguished service from the consent agenda forward on the agenda as presented above.

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Following the review of the consent agenda items below, Council Member Jones made a motion to approve the consent agenda items. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE MINUTES**

The City Council reviewed the minutes of the City Council meeting held 12/2/25. The minutes were approved through the consent agenda.

**RATIFY CASH DISBURSEMENTS**

The Council reviewed the cash disbursements for the time period of 11/26/25-12/11/25. The cash disbursements were approved through the consent agenda.

**CONSIDERATION TO ADOPT PROCLAMATION DECLARING WOODS CROSS CITY AS JUST SERVE CITY**

The Community Services Director proposed the City of Woods Cross become an official JustServe City and how that could be beneficial to the community. She noted JustServe is a free, community-based organization platform that connects volunteers with local service needs. She noted cities across the region have adopted the JustServe designation as a way to strengthen civic engagement, support community programs, and increase volunteer participation. This proclamation was adopted through the consent agenda.

**CONSIDERATION TO ADOPT ORDINANCE 636 IMPLEMENTING MANDATED WILDLAND URBAN INTERFACE (WUI) AND UPDATING TITLE 10 CHAPTER, 10-3 CONSTRUCTION CODES**

The Community Development Director outlined this ordinance and said with the passage of HB 048 in the 2025 General Legislation Session, the Utah Legislature required municipalities and counties to update and adopt standards relating to Wildland Urban Interface (WUI). He noted the bill encourages municipalities and counties to address properties within their jurisdictions that may be considered high risk WUI. He said staff had consulted with Greg Steward, South Davis Metro Fire Chief, regarding the required adoption. Mr. Poole recommended some language changes and updates to the city's construction codes.

Ordinance 636 implementing mandated wildland urban interface and updating Title 10 Chapter, 10-3 construction codes was adopted through the consent agenda.

**CONSIDERATION TO ADOPT RESOLUTION 2025-956 CDBG SUBRECIPIENT AGREEMENT WITH DAVIS COUNTY**

The City Administrator noted there had been a subrecipient agreement with Davis County for Woods Cross to receive a \$150,000 grant that will be used to complete the home stabilization project for Mr. Dave Ghizzone. It was noted Mr. Ghizzone's property meets the requirements for the grant, and a resolution will be brought to the RDA board in the future to authorize the contract for the repairs following the required bidding process.

Resolution 2025-956 CDBG subrecipient agreement with Davis County was adopted through the consent agenda.

**CONSIDERATION TO ADOPT RESOLUTION 2025-957 APPROVING AGREEMENT WITH BACKFLOW SOLUTIONS TO TRACK BACKFLOW ASSEMBLIES**

The Public Works Director recommended to the City Council that the agreement with Backflow Solutions to track backflow assemblies be approved as discussed in a previous City Council meeting. He noted the city is required by the state to keep an inventory of all backflow assemblies, both privately and city owned, and maintain test and repair records linked to the city's water system. This requirement is aimed at protecting the city's drinking water and safeguarding residents from back siphonage of contaminants that could cause harm. He noted tracking software with automated reminder email functions has been successful in other cities and water systems.

Resolution 2025-957 approving agreement with Backflow Solutions to track backflow assemblies was adopted through the consent agenda.

**PUBLIC COMMENT**

The Mayor opened the meeting to items from the public that would take less than three minutes.

Ms. Dixie Weeks addressed the Council and said she would miss having Council Member Sharp on the City Council. She said he had always been a happy uplifting face on the Council. Ms. Weeks asked when the city had started testing for lithium in the water. The Public Works Director said that testing had been going on for a while. She asked why there has been testing and the Public Works Director said it is part of the UCMR testing EPA required cities to take water samples to see what the contamination levels are. She asked how many wells were operating and the Public Works Director said there are three wells in operation and two that are shut down because of the plume. Ms. Weeks asked about lithium and the Public Works Director said lithium is a naturally occurring part of the water system within the Salt Lake Basin. Ms. Weeks asked how much the new backflow tracking system would cost her and the Public Works Director said it would be absorbed into the current water bill for residential customers. She asked how often water rates would be raised and the Public Works Director said they would be raised every year because of inflation.

There were no further public comments, and the Mayor closed the public comment period.

**PUBLIC HEARING: CITY'S INTENTION TO DECLARE CERTAIN CITY-OWNED REAL PROPERTY AS SURPLUS AND AVAILABLE FOR SALE, PURSUANT TO UTAH CODE §3-15-130**

Council Member Checketts asked to be recused from participating in this discussion and she joined the audience.

The Mayor gave the floor to the City Administrator who noted the city owns two pieces of city property the Council will need to determine whether they want to declare one or both properties as surplus property. One piece of property is the old public works shop property located at 1490 S Redwood Road, and the other piece of property is the old post office property located at 735 W 500 S in Woods Cross City. He noted there would need to be a public hearing held on the sale of the property and whether the Council would like to engage an agent to market the property and prepare a sealed bid process.

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The City Administrator went over the benefits of hiring a real estate agent to represent the city in the sale of the property if the Council decides to do so. He noted that Mr. Brandon Wood, a real estate agent with the Northwood Group represented the city in 2021 with the purchase of the DeLuna property and did an excellent job assisting the city with that purchase. The City Administrator noted the city would work to ensure that if the city decides to employ an agent to represent the city, staff will work to establish that contractual relationship. He also noted staff would ensure that it can be done in compliance with State Code per UCA §63G-6a. Sub-section 802 and Woods Cross City Code Title 3-15-070 and will be reviewed with legal staff.

The Mayor noted the city had held on to these two pieces of property for quite some time because they felt like there may be a need for the city to utilize the property, but as part of the process of building a new city hall, they felt like the revenue of the sale of these two properties could help with costs of the construction of the proposed new city hall.

Following the information given by the City Administrator, Council Member Jones asked if other agents would be petitioned. The City Administrator said state statute allows the city to seek out qualified people to use but he said he could put out an RFQ if the Council would like.

The Mayor then opened the public hearing on this matter.

Mr. Craig Smith with Lee RV who rents the old public works building addressed the Council. He said he had just entered into a five-year contract with the city to lease the property and then got a phone call from the City Administrator saying that they were going to get an appraisal on the property. He said when he moved in the place, he had remodeled the property, and he has never been late on his rent. He said he felt like he should have been informed when he was signing the five-year lease that there was a possibility of selling the property. He said when he first rented the property, he was told there was going to be a police station put there in about ten years. He said he would like to be able to bid on the property but with a sealed bid, he would not have any idea what the property would be going for.

Mr. Cole Checketts addressed the Council to ask if the building on 500 S has a signed lease agreement, he was wondering if the lease will stay active with the new owner. The City Administrator said it could, but it was not a cut and dried decision. The City Administrator said the Council would need to take some of those types of things into consideration on what conditions they would attach to the sale of the property like leases or the restrictions that may be placed on the property, but the Council can make some stipulations. Mr. Checketts asked if the Redwood Road property was the only property that had a current lease and the City Administrator said yes, that property had a lease, but the 500 South property was on a month-to-month lease, but it had been vacated.

Ms. Julie Checketts asked when the post office property was built. It was noted that the appraiser said it was built in 1970. She also asked if the property had asbestos and it was noted it probably does since it was built in 1970. The City Administrator said he did not have anyone in the building to test for asbestos as of yet.

There were no further public comments, and the Mayor closed the public hearing.

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The City Council discussed this matter and said it would be appropriate to have further discussion in a closed session now they have further information. It was noted the process as outlined is a good way to go and move forward.

Council Member Jones asked about the lease and the City Administrator noted there was a six-month cancellation notice on the lease. He also noted there could be two separate prices with the lease and without the lease as an option. He said if someone wanted to purchase the building, they would need to know they would have to honor the six-month lease period.

The Council said they would like to have further discussion on the matter. The Mayor said they could hold a closed session at a future date to have further discussion. The Mayor noted the law allows a closed session.

**CONSIDERATION TO ADOPT RESOLUTION 2025-958 AS NOTED ABOVE**

Following the discussion above, Council Member Jones made a motion to table this matter until the Council could have further discussion. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**PUBLIC WORKS REPORT**

**PARKS TASKS NOVEMBER**

- Infield Dragging
- Farm Meadows-Drain/Blowout
- Bathroom Shutdowns/Heaters
- Banners • City Hall Christmas Lights
- Building and Trees
- Dog Pots - 8
- Garbage Cans - 15
- Leaves, Leaves, Leaves
- Weekly Turf Dragging (Gophers)
- Building Maintenance
- Removed 3 Pickl Ball Nets Locked S. Side
- Removed Volleyball and Tennis Nets
- Winterized BBQ Grills at Parks
- Fertilizing • Rock Scape at Hogan Park

**STREETS TASKS NOVEMBER**

- Garbage Can Orders
- Finished Setting Up Plow Trucks
- Asphalt Patches (Argyle Acres)
- Potholes (City Wide)
- Hauling Dirt
- Helped With Christmas Lights
- Park Strip Tree Trimming/Chipping (City Wide)
- Storm Drain Inlet Cleaning
- Equipment Maintenance
- Order and Stock Road Base, Rock, and Sand
- Public Works Material Bins
- Ordered and Stocked Road Salt
- Continued to Work on Franklin Covey

**WATER TASKS NOVEMBER**

- 153 Blue stake/Utility Locate Requests
- 2 Water Leaks
- 4 After-Hour Callouts
- 1100 W Water Line Project (Wrapping Up)
- 10 shut off due to delinquent payments (8 paid and 2 still off)
- BSI Online Presented To City Council
- 1200 S Storm Drain Project On-Going (Nearing Completion)
- 5 SWPPP Site Inspections
- Twin D Pipe Drain Line Root Cleaning

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- Begin Cleaning and TV Work (Mtn View Land Drain)
- Finalized Unknown Lead & Copper Inventory

- Received non-lead status from the Department of Environmental Quality
- Ongoing Franklin Convey Program

**PFAS SETTLEMENT**

- Awards from DuPont and 3M are approximately \$225,000, before attorney and court fees.
- We have received \$101,321.26 so far and have applied it to the water fund balance.
- There are no restrictions on the use of the funds, but staff recommends that it remains in the water fund based on Brian's fund balance reports. Final use of funds can be determined during the budget process.

**DOG PARK**

- Down to the last few items. Working with North Salt Lake to open the park in the Spring.
- NSL to final grade in the small dog area(difficult in the winter due to clay and mud)
- Woods Cross crew to replace dead trees, repair broken sprinklers from grading, and install drinking fountains this winter

**1100 W WATERLINE**

- Substantially completed.
- Site cleanup in progress, and trenches are being final patched
- Still 1 meter to install and a waterline stub to do.

**1200 S STORM DRAIN**

- The project is 90% complete
- Crew is working on the inlet boxes on 1050 W
- Crew is cleaning up 1200 S
- Trees have been trimmed of broken limbs on 1200 S
- The Mills Park Annex (Deluna) is in the process of being cleaned up.

**IN THE WORKS**

- Development Review Committee •
- Transportation Master Plan update in process
- The 2nd Open House is planned for January.
- The Reuse Plan application is still in process at the State Engineer's office.
- Working with UDOT I-15 and Double Tracking Projects In the Works
- 1100 W 2100 S to 2600 S Widening
  - o Project management is transitioning to UDOT as per the terms of the grant award.

- Well 3 Rehab and 1500 S water reservoir are in design. o Currently out to bid for Well drilling
- Well, 5 HVAC replacements completed. Working out some issues with the contractor.
- Weber Basin Mainline and meters
  - o Will be installing a mainline and meters in the neighborhood north of Woods Cross Elementary
  - o They will begin construction around Thanksgiving

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**COMMUNITY SERVICES REPORT**

The Website—waiting on reviewing bios, assignments, terms of office. Please send information by December 19, 2025.

Holiday Lights and Parade--Thanks to everyone who came and supported the Santa Comes to Town and Holiday Lights. Huge thanks to WXPd and SDMF for the parade. Thanks to public works, administration, and Youth Council for all the help in providing another successful event.

Senior Lunch—December was a success. Not an empty seat in the multiple purpose room. April Filler does an amazing job. There were over 140 people attending the lunch. The WXHS madrigals were a delight.

YCC—The YCC t-shirts and hoodies are here. If you would like one, please email the size.

The YCC annual service project was a huge success. We are able to help 14 families through the Wildcat Wishes Program.

Upcoming—Winter Lunch—December lunch on the 18<sup>th</sup> @ noon at public works.

Strategic Planning—January 8<sup>th</sup> and 9<sup>th</sup>

Employee Dinner—January 23—public works.

Opportunity—The city received the America 250 grant. We should receive a check within the next few weeks. City website is moving right along and will be live by the end of the month.

**COMMUNITY DEVELOPMENT DEPARTMENT REPORT**

Below is the report for the month of November.

**Building Permits and Land Use Applications**

- 13 Residential Building Permits (3 New Single-Family)
  - o \$1,316,085 total valuation
  - o \$44,083 total permit fees
- 1 Commercial Building Permits
  - o \$10,204 total valuation
  - o \$264 total permit fees
- 1 Site Plan Applications
- 5 Miscellaneous Land Use Applications

**Business Licenses**

- 10 new Business Licenses
- 1 new Home Occupation Licenses
- 645 total Business Licenses

**Code Enforcement**

- 5 new Cases
- 39 total Active Cases



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- Top Cases of Parking violations – parking on lawn, inoperable vehicles, etc.
  - Debris and junk
- If residents come to Council members regarding potential code violations, please refer them to Leah or me without promising actions that will be taken to resolve the potential code violations.

**Updates**

- Marcee Meeks, the administrative assistant for Community Development, has announced her retirement after 22 years with the city. Her final day is January 15. We are sad to lose her knowledge, skills, and friendship, but we wish her the best in her next phase of life.
- We are still working with the City Attorney to finalize the contracts for Hogan Construction and Method Studio. It is anticipated we will begin the needs assessment of the design phase in January.
- Business licensing renewals have started. Businesses have until the end of December to renew. All licenses are renewed online, and multiple emails have and will be sent to individual businesses.
- Leah has been putting together a report of residential properties that have parking violations, in particular, parking on the grass or in front of the home. The findings of this report will be shared in a future Council meeting.
- New construction projects underway
  - DC Customs and the Boat Shack – next to Pace's Dairy Ann
  - The Crossing townhomes – northeast of Woods Cross High and across 500 West from The Hills apartments
  - Salmon Electric office warehouse – 1379 S Redwood Road
- New retail business
  - Indoor Golf of Utah – 2453 Wildcat Way, Suite

**POLICE REPORT**

## Dispatched/On View Calls

2025		2024	
January-	475	January-	445
February-	420	February-	419
March-	474	March-	448
April-	530	April-	501
May-	595	May-	526
June-	503	June-	455
July-	568	July-	524
August-	578	August-	558
September-	639	September-	570
October-	520	October-	532
November-	385	November-	415
December-		December-	

## Patrol Overview

PDFs

November 2025		October 2025	
Calls for service-	385	Calls for service-	520
Reports-	212	Reports-	270
Citations-	69	Citations-	47
Physical Arrests-	09	Physical Arrests-	04
Use of Force-	00	Use of Force-	01

### DETECTIVE DIVISION

27- New Persons Crimes / Sexual Assault / Death Investigations /C.A.N.R. cases (child abuse neglect report)  
19- New Theft / Property / Fraud Cases  
25- Cases closed with and without arrests  
01- Death Investigation.

### USE OF FORCE

The patrol sergeants and administration did not review any use of force incidents for the month of November.

### DEPARTMENT ACTIVITY

- Woods Cross Elementary and our police department resumed lunch with the Chief.
- Jaden Wilstead and Saverie Terzo graduated from Utah Peace Officers Standards and Training.
- Jaden Wilstead and Saverie Terzo started field training with Officer Bateman and Officer Sanders
- The WXPd patrol and detective fleet was outfitted with the new Axon dash cameras. Having these cameras has allowed us to use the GPS capability. Dispatch, supervisors and officers can see where each unit is for increased officer safety and accountability.
- Lunch with WX Elementary

### INVESTIGATIONS/ICAC

On November 14th, 2025, the T-Mobile store located at 2533 South Wildcat Way was robbed. As the employee opened the store, an unknown male came up behind the employee and shoved her into the back of the store. Once in the back of the store, the suspect produced a handgun and racked it while pointing it at the employee. The suspect had the employee unlock a safe and empty all the new I-Phones into a box. The male left the store and got into a minivan with no plates. Detectives are currently following up on leads and interviewing witnesses as they come forward.

### FINANCIAL REPORT

The Council reviewed the financial report for November 2025.

**CITY ADMINISTRATOR'S REPORT**

1. Staff have received an unusually considerable number of GRAMA requests over the past three weeks that we are trying to address. This has created a heavy demand on staff time due to the complex nature of some of the requests.
2. Staff met with UDOT representatives on the I-15 Corridor expansion plan. Details of the project can be found at the following website: <https://udotinput.utah.gov/i15davisslc>
3. Staff are working with the attorney to finalize the CM/GC and Architect contracts for city hall.
4. Staff are working on finalists for subsidence grants so that we can get council approval and start the projects.
5. Working to resolve past issues with the West Legacy Trail asphalt project.
6. Staff are making preparations for the Strategic Planning Session to be held with the city council on January 8-9, 2026.
7. I am blocking out much of the holiday week to be out of the office but will be available for phone calls, etc.

**QUESTIONS/DIRECTION TO STAFF**

LaCee encouraged the Council members to write their bios for the city website.

Council Member asked how the new officers were working out and the Chief said they were doing well.

**COUNCIL REPORTS**

Council Member Checketts asked if the two properties being discussed the city is proposing to sell could be separated during the discussion so she could still be included in the discussion of the piece of property for the old public works building.

The Mayor noted the Checketts own the property next to the old post office and have an interest in the property that is being sold. He said Council Member Checketts has not been involved in the discussion of the sale of that property at all and wanted to make sure that this was handled openly, so everyone knew what was taking place.

Council Member Checketts said she would like staff to look into the lease agreement to make sure what the stipulations are. The City Administrator said there is language stating that the city can market the property by letting the person leasing the property know there is a 6-month time period to vacate the property as it is on the market to be sold. The City Administrator said he had communicated that to the person who is leasing the old public works department.

Council Member Sharp asked about the several gramma requests for police activity in a certain neighborhood. He noted the activity that had taken place would not be things that would be of concern to people or property, but it has taken a lot of time for staff to go through and get those taken care of. The City Administrator said they have asked for extra time to do so.

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The City Administrator said there have been GRAMA requests on the city hall RFP's and those are being looked at and redacted. He said there are so many requests that it is taking extra time to get through all of them.

Council Member Grover asked about recouping costs for this kind of time. The City Administrator said you cannot charge the attorney and others that are involved for their time.

Council Member Larrabee said there are new board chairs and vice chairs at the waste district. He said the new chair is Mike Newton. He said he had come to the end of his term, and he had enjoyed being involved with that.

The Mayor noted they had fire district and recreation district meetings, and he would be the chairman for both of those committees for the upcoming year. The Mayor also said there would be two new members on the recreation district board. He noted there will be new vice chairs on the two committees as well.

The Mayor also noted they have adopted the new budget for the recreation board and some of the fees have been raised.

The Mayor noted they held the budget hearing for the sewer district as well. He said they received favorable rates on the bonds that were sold for the upgrades that are happening at the district.

The City Administrator introduced Mr. Dave Ghizzone who was present who will be the recipient of the CDBG Grant for the subsidence of the home, and it is recommended a radon detection system be put in as well. The Mayor asked the City Administrator to thank the county for their help on this matter.

Council Member Checketts said on January 23, the employee appreciation dinner will be held at 6:00 P.M. at the public works building.

The City Administrator also gave an update on the progress of the contracts for the new city hall.

**ADJOURNMENT**

There were no further matters before the City Council and Council Member Sharp made a motion to adjourn the meeting 7:43 P.M. with Council Member Checketts seconding the motion and all voted in favor of the motion.

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Ryan Westergard, Mayor

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Annette Hanson, City Recorder